

3358:11-5-23 Faculty/counselor professional development plan.

- (A) Purpose. To allow faculty/counselors to further their education through the obtainment of additional academic degrees.
- (B) Guidelines.
 - (1) Participation in the program. Participation is optional unless required as part of a contract at the time of employment. Participation may begin at any time.
- (C) Procedures.
 - (1) The faculty member/counselor should contact their immediate supervisor for an initial conference to discuss a tentative proposal.
 - (2) Meet with the vice president for academic services or the vice president for student services to discuss the tentative proposal and arrange an educational plan committee. This committee shall consist of the individual's immediate and next level supervisors, one peer of choice, and the administrator who is assigned responsibility for the professional development program.
 - (3) Meet with an educational plan committee to formally develop a plan that includes rationale, objectives, implementation, and special provisions. This committee shall assist the faculty member/counselor by developing, reviewing, revising, and unanimously recommending approval of a plan. The length of each plan shall be decided by the educational plan committee. Once this decision is made, the plan may not be shortened.
 - (4) The plan will be presented to the president, through the vice president for academic services or the vice president for student services, for final approval.
 - (5) At the end of each year, the progress of the plan shall be reviewed. The educational plan committee may allow extension or revision of plans caused by circumstances beyond the faculty member's/counselor's control. The revision will be presented to the president, through the vice president for academic services or the vice president for student services, for final approval.

(D) Policies of program.

- (1) Any degree that contributes to the faculty member's/counselor's expertise in their field (teaching and/or technology) as determined by the education plan committee shall be eligible for approval. In determining acceptable degree programs, the following considerations will be given:
 - (a) Accreditation requirements.
 - (b) Program accessibility.
- (2) A degree plan must encompass more than twenty-five quarter hours and shall be approved as a total program.

Effective date: March 5, 2002

Daniel R. Hauenstein
Certification

February 19, 2002
Date

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